

**Job Description: MAINTENANCE WORKER**

**Class No.** 915  
**Position No.** 620-5640  
**Pay Grade:** 04

**Department:** Road and Bridge  
**EEOC Category:** Skilled Craft  
**FLSA:** Non-Exempt

**SUMMARY OF POSITION**

1. Reports to: A designated foreman within the Road and Bridge Department
2. Directs: This is a non-supervisory position.
2. Other: Has contact with other department employees and the general public.

**EXAMPLES OF WORK**

Essential Duties\*

Trims trees, picks up brush and loads brush onto a truck;  
Shovels dirt, gravel or asphalt;  
Tamps, packs, and levels dirt, asphalt, or other material;  
Picks up and loads garbage onto a truck;  
Loads and unloads materials and equipment; and  
Operates light equipment, including chain saw, tractor and mower.

Other Important Duties\*

May operate backhoe, dump truck, pick up truck, loader, roller, etc.; and  
Performs such other related duties as may be assigned.

**OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

**JOB DESCRIPTION FOR POSITION:  
915 Maintenance Worker**

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 50 pounds. Work is primarily conducted outdoors. The noise level in the work environment is usually moderate.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

*Knowledge of:* the care and use of tools and specialized equipment; and safe operating procedures of the tools and equipment used.

*Skill/Ability to:* understand and follow instructions; learn to use power and hand operated tools, including shovel, chain saw, tractor, and mower; tolerate outside working conditions, including exposure to adverse weather conditions; and establish and maintain effective working relationships with co-workers.

**ACCEPTABLE EXPERIENCE AND TRAINING**

No specific education or training required.

**CERTIFICATES AND LICENSES REQUIRED**

A Class B CDL Driver's License is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

**COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee’s Personnel File.